

[CTC - HRO - Disciplinary - 7.8.7-g-015 - IF/NN/SS]
[Non-Extension Letter - KPK - Jul-2023]

Ref: CCL-KPK-382/July/O

Jul 27th, 2023



Mr. Muhammad Suliman,
CNIC # 1610303418015,
Safety warden,
Peshawar - KPK.

Subject: Contract Closure on account of violation of resignation policy.

Dear Muhammad Suliman,

This is with reference to your employment contract with CHIP Training and Consulting for the position of Safety warden at NA - Peshawar - Peshawar - KPK.

This is to inform you that you have tendered your resignation without serving two weeks' notice period as required under the notice clause of your contract. Your action is a violation of the rules of the organization and shows your lack of professional approach hence warrants disciplinary action.

Therefore, your resignation cannot be accepted and your contract is concluded on account of violation of the notice clause, thus making 27th July 2023 your last working date with CTC.

You are directed to return Company's properties that you have in your possession to your supervisor.

Regards

A handwritten signature in black ink that reads "Jiyah". The signature is written in a cursive style and is positioned above a horizontal line.

HR Department
CHIP Training & Consulting

CC;
Personal File.

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ST # 9, G-8/2, ISLAMABAD
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